



STANDARD OPERATION PROCEDURE – SOP

MES PONNANI COLLEGE

Ponnani South P. O
Malappuram, Kerala,
India

PIN-679586

Phone: 04942666077,0494266978

Email: principal.mesponnani@gmail.com

Version History

| Sl. No. | Details | Date | Status |
|---------|------------------------|----------------|----------|
| 1 | Draft prepared by IQAC | March 12, 2019 | Approved |

Contents

| | |
|---|-------------------------------------|
| VERSION HISTORY | 1 |
| Foreword | 4 |
| Introduction | 5 |
| Vision | 6 |
| Mission | 6 |
| Objectives | 6 |
| 1.0 Scope | 6 |
| 2.0 Normative References | 6 |
| Terms and Definitions | 7 |
| Maintenance of Computer Facilities | 7 |
| Maintenance of Classrooms | 7 |
| Maintenance of Restrooms | 7 |
| Maintenance of Electrical Facilities | 7 |
| Maintenance of ICT Facilities | 8 |
| Maintenance of Security | 8 |
| Maintenance of Scavenger | 8 |
| Civil Contractor | 8 |
| Maintenance of Medical Services | 8 |
| Maintenance of Yoga Centre and Prayer Room | 9 |
| Maintenance of Day Care Centre | 9 |
| Maintenance of Fire Extinguishing Equipments | Error! Bookmark not defined. |
| Library Opening hours | 9 |
| Issue Return of Books | 9 |
| Reprographic Service | 9 |

Weeding of Books 9

Periodic Maintenance of Books..... 10

Pest Control..... 10

Library Audit..... 10

Dry and Wet Waste Management..... 10

E-Waste Management..... 10

Management of Waste Generated through discarding of old records 10

Maintenance of Kitchen Facilities in Girls Hostel..... 11

Maintenance of Rooms and Furniture in Girls Hostel..... 11

Foreword

The IQAC Team of MES PONNANI COLLEGE has prepared the Standard Operating Procedure in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.

Introduction

The last five decades have witnessed the remarkable transformation in the educational status of Muslims in Kerala, supposedly the most backward in education. The driving force behind this effort has been M.E.S., the largest educational agency of the Muslim community in India having thousands of life members and hundreds of institutions. The movement started under the great leadership of late Dr. P.K. Abdul Gafoor in 1964 at Calicut, was supported by a large number of professionals and businessmen and in a short span of time, it spread to all Districts, Taluks and even to the Panchayaths in Kerala and other parts of India and abroad. As on today it is the largest Muslim service organization in the country. It has also well-established units in Middle East countries like Saudi Arabia, Qatar, Oman, Dubai, Abu Dhabi, Kuwait, etc. and still the organization is growing fast, extending its services further to reach every nook and corner of the world.

MES is the largest corporate educational agency of Muslims in India, with more than 150 institutions including Medical College, Dental College, Engineering Colleges, College of Nursing, Arts and Science colleges, Training Colleges, CBSE schools, State syllabus Higher Secondary Schools and Industrial Training Centres with more than 60,000 students and around 15,000 employees. Hospitals, Orphanages, Old age homes, Special Schools for Mentally Challenged, Cultural complexes and various hostels draw up the broad canvas of the services offered and activities undertaken by the society. MES Logo On top of the emblem the M.E.S legend is inscribed. It is a verse from the Holy Quran which means "Oh Lord Enlighten Us". The balance below is the symbol of the prevailing justice in Islam. The crescent moon and star represent the Muslims all over the world.

The Holy Quran the source of all knowledge is placed open below. Beside it the flambeau of Islamic culture is held in sturdy hands. The letters M.E.S. in the middle is the short form for Muslim Educational Society. The coconut trees below denote the scenic beauty of Kerala which is enriched by the spread of Islam and the institution of M.E.S. The Feather held in bangled hand shows the importance given to education women in Islam. The bottom of the crest is the full name of the organization and the year of inception.

Vision

To immortalize the legendary Ponnani wisdom and tradition, whilst assimilating the ever altering spirit and ingenuity of the academic firmament.

Mission

To ensure the scholastic, social and cultural emancipation and empowerment of people of the environs especially of the fisher folk whose rights and privileges have been suppressed and trampled upon for centuries owing to the historical, political and social reasons.

Objectives

We endeavor to fulfill the fair aspirations of all stakeholders and to disseminate the fame of institution as an epitome of excellence in all walks by setting the following objectives:-

- Developing a culture of equality, secular outlook, all inclusiveness and impartiality.
- Embracing innovative curricular, co-curricular and extracurricular activities from the globalised world.
- Setting an exceptional academic ambience ensuring the collaboration and contribution of all stakeholders.
- Promoting scientific temperament and rationale thinking as envisioned in the Constitution of India.
- Empowering the vulnerable sections of the society through committed and unswerving programmes.
- Providing a life-oriented education to students, making them agents of transformation for the wellbeing of the Nation.

1.0 Scope

This document describes the SOP for maintenance of all facilities located in the campus of **MES PONNANI COLLEGE**

2.0 Normative References

There are no normative references in this document.

Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

MES College

Muslim Educational Society

Maintenance of Computer Facilities

The following procedures are adapted for maintenance of computer facilities.

- An agreement has been made with Alliance InfoCom, to maintain the IT infrastructure of the campus.
- The details are as follows: Alliance InfoCom, Rajakumari Building, Kuttikaadu Junction Ponnani 679577, 9388860795.

Maintenance of Classrooms

- The Support Staff of the College under the supervision of the Infrastructure Supervisor (Mr. Basheer K, phone: +919895517230) takes care of the cleaning of classrooms on a daily basis.

Maintenance of Restrooms

- The Support Staff of the College under the guidance of the Infrastructure Supervisor (Mr. Basheer K, phone: +919895517230) ensure the cleaning of classrooms on a daily basis.

Maintenance of Electrical Facilities

- Maintenance of Electric facilities is contracted to Dosthi Engineer chamravattom junction, Ponnani (Electrical Engineers and Contractors)
- The details are as follows: Dosthi Engineer Chamravattom Junction Ponnani, pro: N.V Abdul Latheef, Phone: 9847169371

Maintenance of ICT Facilities

- Maintenance of Audio and Visual Services is maintained by Dr. P. Jayaram. The services are under contract with I touch XXV/642, 1st Floor, Mariya Arcade. P.O Thaikad - Guruvayoor, Trichur 680104. || GSTIN/UN 32BTOPK9232QIZZ
- Maintenance of CCTV Cameras is contracted by: Mr. Musthafa, Alliance InfoCom, Kuttikaadu Junction Ponnani 679577, 9388860795
- Maintenance of Tele Communications is contracted by: BSNL Ponnani, SDE Commercial, Commercial Office Bldg, Chandrappadi, Ponnani, Kerala, 2666075

Maintenance of Security

- Security is outsourced to a security Agency: Mr Vaasan, Phone: 9074866937, Mr. K.T Bava Phone: 9037573915.

Maintenance of Scavenger

- Scavenger is outsourced to a directly maintained by the MES management committee, Ponnani South, 679586.

Civil Contractor

- Any civil work is contracted by an ESP: Mr. K.V Habeebulla, Labour Contractor, MKHK & Co, Court road Ponnani. Phone: 91+9847015262

Maintenance of Medical Services

- Dr. Anoop is available every working day from 03:30 pm to 4:30 pm in the College Campus, as a Nurse to tend to the minor emergencies and first aid. 9447241987
- Serious emergencies are referred immediately to the following hospitals: MES Medical College Perithalmanna.

Maintenance of Yoga Centre and Prayer Room

- The Institution has a Yoga Centre and a Prayer Room that is taken care by Mr. Akbar, Assistant Professor Department of Physical Education , MES Ponnani college, and Dr. Rajool Shanis, Assistant Professor, Department of Aqua Culture, MES Ponnani College.
- The opening hours of the Yoga Centre and the Prayer Room is from 5:30 am to 4 pm.

Maintenance of Day Care Centre

- The Institution has a Day care Centre taken care by Dr. Ameera V.U Assistant Professor Department of English MES Ponnani College, in collaboration with M.E.S Management Committee.

Library Opening hours

- The library will be open on all working days from 8:30 am to 5 pm.
- During exam times, library will remain open from 8:00 am to 5 pm.

Issue Return of Books

- Issue and return of books is facilitated through KOHA software.
- Each student is permitted to keep a book for 14 days.
- Each PG students is permitted to borrow 6 books at a time and 3 books is allowed for UG Students.

Reprographic Service

- Reprographic facility is provided in the library.
- Maintenance of the reprographic machine is provided by Mr. Saajid Rahman a private IT Firm, in Ponnani.

Weeding of Books

- Books are weeded once in every 10 years, replacing them with new books.

Periodic Maintenance of Books

- Dusting is conducted daily.
- Damaged books are repaired as and when necessary.

Pest Control

- Pest Control is conducted on a regular basis, under the regulation of Mr Siby, the Infrastructure Supervisor.

Library Audit

- Yearly audit is conducted to maintain the diversity of books, and to ensure the new books are included.

Dry and Wet Waste Management

- The Institution has placed separate bins to collect dry and wet waste in different parts of the campus.
- The Institution has appointed the Support Staff under the Infrastructure Supervisor, to collect the dry and wet waste from the bins located in the campus and dump the waste to recycle plant, on a daily basis. Collaboration is also done with an Harithakarma Sena.

E-Waste Management

- The Institution has a designated storage space for temporarily storing all electronic waste.
- The institution has appointed an ESP to collect the e-waste, quarterly, the details of which is as follows: Alliance InfoCom, Rajakumari Building, Kuttikaadu Junction Ponnani 679577, 9388860795.

Management of Waste Generated through discarding of old records

- The solid waste generated by discarding old records is periodically sold to a

waste paper merchant, the details are given below: Quality Hypermarket, Kollampaddi Ponnani, Phone:+919846082448.

Maintenance of Kitchen Facilities in Girls Hostel

- Fixed menu is given weekly, which includes breakfast, lunch, snacks and dinner.
- The menu is decided and changed accordingly by the Hostel Warden in consultation with students.
- Cleaning and maintaining is done regularly by the College appointed employees.

Maintenance of Rooms and Furniture in Girls Hostel

- Rooms and furniture are maintained by the Hostel Warden in consultation with the Administrative Staff of the Girls Hostel.